

Time	Who	Content	Page
20 mins		<b>I. Welcome &amp; Introductions</b> <ul style="list-style-type: none"> <li>What brings you here today? Discuss benefit of an Evidence Based Program</li> <li>What do you want to learn from this training? (<i>record on flip chart/review 2<sup>nd</sup> day</i>)</li> <li>Our plan for today &amp; housekeeping</li> </ul>	
30 mins		<b>A Matter of Balance Volunteer Lay Leader Model</b> <ul style="list-style-type: none"> <li>Show Video: MaineHealth: <i>A Matter of Balance</i></li> <li>Overview of A Matter of Balance Power Point (<i>Coach Handout section</i>)</li> <li>Role of Coach/job description (<i>Coach Handout section</i>)</li> </ul>	Pg. 1 Pg. 9
5 mins		Stretch	
60 mins		<b>II. A Matter of Balance Materials</b> <ul style="list-style-type: none"> <li>Coach Handbook &amp; Participant Workbook (Look at manuals and Orientation tab in Coach Handbook)</li> <li>What participants learn: key themes(<i>cognitive restructuring and behavior change</i>), working together, and sharing wisdom</li> </ul> <b>Coaching Tips</b> <ul style="list-style-type: none"> <li>Adult Learner (<i>Coach Handout Section</i>)</li> <li>Tips for Working With Older Adults (<i>Coach Handout Section</i>)</li> <li>Stages of Change</li> <li>Brainstorming-(<i>Coach Handout Section</i>) (<i>review handout and demonstrate</i>) What can cause a fall?</li> </ul>	Pg. 13 Pg. 15 Pg. 22 Pg. 23
10 mins		Break	
30 mins		<b>Session 1 Introduction to the program</b> ( <i>Review Overview page</i> ) <i>Do a brief explanation of activities</i> <ul style="list-style-type: none"> <li>Activity 1.1 and 1.2 Program Purpose and Goals</li> <li>Team Rules and Confidentiality (Pass out Coach Confidentiality Forms and collect)</li> <li>Activity 1.6, 1.7 &amp; 1.8 Video Fear of Falling: A Matter of Balance - 17 mins</li> </ul>	Pg. 10-12 Pg. 12 Pg. 15-17
30 mins		<b>Session 2 Exploring Thoughts and Concerns about Falling- Review Learning Goals of the Day</b> <ul style="list-style-type: none"> <li>Activity 2.2 Discussion of fall-related attitudes (<i>Handout 1.2 is utilized for this discussion</i>)</li> <li>Activity 2.4 Cognitive Restructuring Discussion review entirely (handouts: 2.1, 2.2, 2.3 used in participant book)</li> </ul> <i>Hand out new Coach Teach Back assignments for sessions 4,5,6,7,&amp; 8: You may add assignments to handout to coaches</i> <b>Name of activity, Goals of Activity, Handouts/Materials, Explain High Points</b>	Pg. 34-39 Pg. 39-47
5 mins		Stretch	
30 mins		<b>Session 3 Exercise and Fall Prevention - Review Learning Goals of the Day</b> <ul style="list-style-type: none"> <li>Activity 3.4 Benefits to Exercising (Review Handout 3.1 Age Page Exercise and Physical Activity: Getting Fit for Life)</li> <li>Discuss Leadership during Exercise In Handouts for Coach Training Section of Coach Handbook</li> </ul> <b>Questions, plans for next day and homework assignments – Dealing with Different People Handouts for Coach Training</b>	Pg. 58-60 Handout Pgs. 62-66 Pg. 33 Pg. 18-21

Time	Who	Content	Page
10 mins		I. Welcome & Check in <ul style="list-style-type: none"> <li>What we learned in our last session and our plans for today</li> </ul>	
60 mins		II. Session 3 Exercise and Fall Prevention continued <ul style="list-style-type: none"> <li>View DVD: Exercise It's Never Too Late and discuss response</li> <li>Demonstrate exercises and look at Handouts located in Handouts for Coach Training Handout 3.2 (pg. 33-34)</li> </ul> <p><b>No Music during exercises so everyone can hear the directions</b></p>	Pg. 56-58 Pgs. 67-78
60 mins		III. Review briefly each session - Learning goals of the day and look at some activities including homework assignments in each session <ul style="list-style-type: none"> <li>Session 4: Assertiveness and Fall Prevention</li> <li>Session 5: Managing Concerns about Falling</li> <li>Session 6: Recognizing Fall-ty Habits</li> <li>Session 7: Recognizing Fall Hazards in the Home &amp; Community</li> <li>Session 8: Practicing No Fall-ty Habits and Overview</li> </ul> <p><i>Review Resource Table</i></p>	Under session tabs
10 mins		Break	
40 mins		IV. What's next? How will we work together? <ul style="list-style-type: none"> <li>The Class: application, class room set up, safety, snacks, certificates, attendance/DNF</li> <li>Guest Healthcare Professional Connection</li> <li>Teamwork: Mentoring, Coaching Skills/ Feedback Tool</li> <li>Coaches working together: Sharing lesson planning and sharing lessons learned</li> <li>Participants: Paperwork requirements: Participant Agreement/ PAR-Q, Optional or required by your organization: First and Last Session Survey, Class Evaluation</li> <li>Dealing with Different Types of People: Start discussion with homework assignments</li> <li>Review Considerations for a Community Class</li> <li>Core Element to Maintain Fidelity</li> </ul>	Pg. 25-27  Pg. 31  Pg. 28-29  Pg. 18-21 Pg. 34 Pg. 35
5 mins		Stretch	
15 mins		V. Questions and Answers <ul style="list-style-type: none"> <li>Feedback Review flip chart from Day 1</li> <li>Next Steps/Ideas</li> <li>Coach Evaluations/MOU if utilized</li> </ul>	Pg. 44
20 mins		Celebration and Certificates <ul style="list-style-type: none"> <li>Completion certificates for graduates</li> </ul>	